

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, September 12th, 2016

6:00pm

Regular Meeting

The regular meeting of the Frazee City Council was called to order at 6:00 pm by Mayor Hank Ludtke. Council members present were David Jopp, Ken Miosek, Donna Ouart, and Bonnie Julius. City staff present: Denise Anderson, Administrator; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Tyler Trieglaff, Police Chief and Rescue Squad President, Albert Doll, Fire Chief; Tanya Mastin, Liquor Store Manager; and Jolene Tappe, Event Center Manager.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

No one present for the open forum.

Consent Agenda

MOTION by Jopp, seconded by Ouart, to approve the consent agenda items as follows:

- Approve the minutes from the August 2016 Regular Council.
- Approve the claims for payment.
- Acceptance of City Cash Control Statement,

All present in favor, motion carried.

Old Business

No old business

New Business

First item under new business is the 2017 Budget review with the adoption of Resolution 0912-16A, 2017 Proposed Tax Levy. Anderson explained the circumstances with the receipt of the numbers from the County and the need to work around that deficiency. Also noted was additional costs such as raised deductibles for the Employee health insurance adding more for the additional to be paid into the employee HSA's. Questions were from Ouart regarding a couple of the entries.

MOTION by Miosek, seconded by Julius to approve Resolution 0912-16A, for the adoption of the 2017 Proposed Tax Levy. All present in favor, motion carried.

Second under new business is Resolution 0912-16B Resolution giving Authority to the Police Department in its Entirety to enforce Rental Violations.

MOTION by Ouart, seconded by Jopp to approve Resolution giving Authority to the Police Department in its entirety to enforce Rental Violations. Trieglaff stated that this resolution would clear up some issues and give the department the authority that is at this time only held by the Administration office. This will also cover liabilities on issues regarding police calls.

All in favor, motion carried.

MOTION by Julius, seconded by Quart, to approve the rental agreement with the Frazee-Vergas School District for the Link Library. Ludtke asked about the plans for the demolition of the building. Trieglaff noted that the building is costing the school district more than it brings in and they have having the building inspected at this time. No decisions on a time line has been given. All present in favor, motion carried.

MOTION by Jopp, seconded by Julius to implement an ACH process of all payroll. All in favor, motion carried.

MOTION by Quart, seconded by Julius to approve the proposed change of noon hours. The hours would change from 12:30-1:30 for lunches to 12:00 -1:00. Anderson reported that this would be easier to make necessary trips to the post office. All in favor, motion carried.

Staff Reports

Jolene Tappe, Event Center Manager, reported the best month she has had. Profit for the Event Center was \$9,098.87. Tappe also reported regarding the Water heater. One quote has been received and it was suggested that more would be sought. Stephenson noted that Modern Heating had come in and removed the old heater, re-plumbed the backup unit and now water is hot much more quickly. It is considered that the replacement of the water heater purchase could be postponed until January which be after the years wedding season. Tappe also reported about the decision that had been made regarding the White Pine Room. It was discovered that the State of Minnesota is allowing us to make repairs of the elevator over time. Much has been completed already. The phone has been replaced, the buzzer and the ballast also. Northwood Food Factory has chosen an alternate location so they are no longer an issue for the facility. Discussion was regarding moving the stove from the Event Center to the White Pine Room. No decision was made.

Tanya Mastin, Liquor Store Manager reported the gain of \$10,507.14 for the liquor store, all three facilities. Mastin noted that September is quiet with the exception of Vikingo coming.

Tyler Trieglaff, Police Department, reported 109 calls for the month of August with 990 year to date. Trieglaff stated that he had decided to accept the position of Police Chief after his probationary month. Trieglaff also reported that Ryan Aho is back and working full time along with David and himself. He also requested permission from the council to allow him to hire a couple of part timers for day off and special events coverage. He will be looking for experienced applicants. A rotating schedule has been put into place.

Tyler Trieglaff, Frazee Rescue Squad, reported 19 calls in August with 7 in town. Although the roster numbers haven't changed they are looking for more members. They have 17 active members. The squad has opted not to purchase a quick response vehicle. 2 pagers have been ordered with an equipment grant they have received.

Albert Doll, Fire Department, reported 3 calls in the month of August. One in Silverleaf township, one in Burlington Township and one false alarm at the school. Doll discussed the trainings, one was a house fire and there is an upcoming county wide disaster drill in September. Also mentioned is the upcoming smoke alarm event that is coming to place alarms in homes. They are asking for people to sign up to have the Fire Department along with the Red Cross to have smoke alarms placed in homes or to have their alarms worked

on. A brochure is being sent home with the kids in school. The date set for that is October 11th. Jason Bauer has resigned from the Fire Department and they have 4 probationary firemen.

Larry Stephenson, Public Works Superintendent, reported 4,259,000 gallons of water was pumped in August. 15 gallons of Fluoride were added. 2.81 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had 3.39” of precipitation in the month of August. Stephenson noted that in the month of September they will be doing their annual hydrant testing and flushing the mains throughout town. Northwest Asphalt has done the crack-sealing that they had been contracted for. Also noted in Stephenson’s report is that they have budgeted for a new mower. Swanson’s has a sale on the model that they preferred with a \$1500.00 savings.

MOTION by Quart, seconded by Miosek, to approve departmental reports. All present in favor, motion carried.

Council Member reports

EDA – Ludtke noted that the EDA discussed the buildings conjoining the Ware building. Also in discussion was the renew project. They decided to bring to the council the go-ahead to proceed with the renew project with one turbine. There has been an investor change. Dan Juhl from Juhl Energy will be here at the next council meeting.

PUBLIC SAFETY – No meeting

PERSONNEL AND FINANCE – No meeting

PARKS & REC- No meeting.

LARL- Julius noted that circulation is up for the link. Hot reads for summer nights has completed.

MOTION was made by Julius and seconded by Quart to accept the Council Member Reports as presented. All present in favor, motion carried.

Clerk/Treasurer Report

Anderson, City Administrator, reported regarding her attendance at the County EDA meeting. She also reported of a couple of business who have been looking for places to rent in town. Other projects that she is working on is the budget, working with Sam.Gov to help with a Grant writer, going to Fergus Falls regarding a TAP grant for the Safe Routes to School proposal. Anderson noted that they are looking for more Planning and Zoning members. Amber Bender from Bender realty has shown some interest in joining. Other areas that Anderson noted that she would like to work on is an updated personnel manual and improvement of the City Data Practices.

MOTION was made by Jopp and seconded by Miosek to accept the Administrator/Clerk/ Treasurer Report as presented. All present in favor, motion carried.

Anderson also reminded council of the upcoming meeting at the school regarding the Hwy 10 project that is coming in 2021. It was noted that Dave Coufal should be called to attend.

Having no further business, meeting was adjourned at 7:10PM.

ATTEST;

Marian Estenson, Deputy Clerk